

Filing for Unemployment Benefits



Before you file

Gather all of the following information.

- Your work history information for the last two years including:
 - Employer names, addresses, phone numbers, supervisors and dates of employment
- Your current contact information.
- Your driver's license or state ID number and work authorization information, if applicable.
- Bank account information if you choose direct deposit to receive your payments.

How to file

File online at labor.idaho.gov/iw. You can use your own computer, one in any of our local office lobbies or at a local library. Many libraries throughout the state have computers that are free for the public to use. Filing a claim should take about 30 minutes.

After you file

- 1) **Report your Waiting Week.** This is the first weekly report, and **you must report your waiting week** to certify your claim. File your waiting week online the first Sunday after you open your claim.
- 2) **Report for Each Week.** File a weekly continued claim report every week until you are back to full employment. Benefit weeks are from Sunday through Saturday. We recommend filing your weekly report on Sunday. Remember you are filing for the prior week.
- 3) **Start Looking.** Keep track of your work search contacts, and you have to record them weekly. You are required to make at least two contacts per week to keep receiving payments. Need help? Please stop in your local office to register for work. We are here to help.

The first time you file, go to labor.idaho.gov/iw
To file your weekly report, go to labor.idaho.gov/cc

Need to know info

Read the Idaho Labor [Unemployment Insurance Claimant Benefit pamphlet](#) that will be mailed to you. It contains information that can protect you from making mistakes during the claim process that could jeopardize your benefits. You are responsible for reading and following all directions.

Monetary Determination. Along with your pamphlet, you will receive a monetary determination stating your weekly and total benefit amount, based on the wages your employer reported to us. If the information is incorrect, call us to prevent potential overpayments.

Severance Pay. If you receive severance pay in a lump sum when employment is severed, you must report the payment when it is paid. If you are receiving periodic severance payments, you must report the payments for the time period covered.

Reporting Wages on your Weekly Continued Claim. Make sure you report wages for the week you **earn** them, even if you haven't been paid yet. Report gross earnings (before taxes and any deductions).

Issues. File your weekly continued claim report carefully and honestly. If you receive a message stating, "An issue has been identified on your claim," expect a call from a claims specialist to resolve the issue. If you realize you made a mistake while filing, give us a call at (208) 332-8942. To prevent delays in payment, call within 24 hours.

Out of the Area. Anytime you go out of town or leave your local labor market area, you must report your absence on your weekly claim. This includes weekends, medical appointments, personal travel, vacations and job searches that take you out of the area.

Important! Your claim will stop if you have not claimed benefits for two or more consecutive weeks **OR** you claim and have earnings over 1½ times your weekly benefit amount for two consecutive weeks. **To re-open your claim, go to** labor.idaho.gov/iw. Reopen your claim **during** the week you have reduced hours or are laid off, and you **must** enter your most recent work history.

Confused? –This process can be complicated so call (208) 332-8942 if you have any questions.